# Steps to Graduate for PhD Students

**Note: PhD students will need to pass the Qualifying Exam and Advance to Candidacy prior to submitting their dissertation.**

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| **1)** [**CEE Graduation Checklist**](https://cee.engineering.ucdavis.edu/sites/g/files/dgvnsk6911/files/inline-files/Graduation%20checklist.docx) | Please review and collect any signatures needed on the CEE Graduation Checklist. This will be required to obtain the signature of the Graduate Program Coordinator on the Graduate Program Exit Information page (required for your exit appointment at Graduate Studies). |
| **2)      Submit your Dissertation**  [**Preparing and Filing your Thesis or Dissertation**](https://grad.ucdavis.edu/academics/finishing-your-degree/filing-thesis-or-dissertation)  [**PHD Completion Checklist**](https://grad.ucdavis.edu/sites/default/files/upload/users/gs303_doctoraldegreecompletionlist.pdf) | You must advance to candidacy prior to submitting your dissertation. You must file your dissertation by the following date (please also check the [calendar here](https://grad.ucdavis.edu/academics/filing-comprehensive-exam-deadlines) for updated information)\*:  **SUMMER 2020: August 28, 2020**  **FALL 2020: November 20, 2020**  **WINTER 2021: February 26, 2021**  **SPRING 2021: May 21, 2021**  **SUMMER 2021: August 20, 2021**  Please review this Graduate Studies website about filing your dissertation (link to the left) for the necessary process and paperwork. To make an appointment to file, please review the Graduate Studies website. Depending on when you finish, you may file remotely. Up-to-date information will be available on the “Preparing and Filing your Thesis or Dissertation” website.  **\*Note**: You do need submit your thesis online two business days prior to your appointment – please read the checklist EARLY for more information about this final “appointment” to file. |
| **3)** [**Diploma Mailing form**](https://registrar.ucdavis.edu/local_resources/forms/D013-diploma-mailing.pdf) **(optional, highly recommended)** | Diplomas are available about 4 months after the end of the term in which you graduate. You may request to have your diploma mailed to you at no cost by submitting the form.  Include the address you want your diploma to be mailed to, and sign the form. You may leave the payment information section blank as there is no charge for graduate diploma mailing. |

\*If you miss the deadlines above for the degree list, you can complete your degree by the following date, and graduate with the following quarter’s degree list without needing to enroll or be on filing fee in the following quarter. This is also the final deadline for students on filing fee (always check the [online calendar](https://grad.ucdavis.edu/academics/filing-comprehensive-exam-deadlines) for any updates):

**SUMMER 2020: September 25, 2020**

**FALL 2020: December 18, 2020**

**WINTER 2021: March 19, 2021**

**SPRING 2021: September 9, 2020 (fall degree list)**

**SUMMER 2021: September 9, 2021**